

Instructions
FY16 Procurement Forecast Template and SBR Strategic Plan
Revised May 15, 2016

Submission of the attached template satisfies the requirement pursuant to COMAR 21.11.03.08 (recurring contracts report), COMAR 21.13.01.03B(3) (Small Business Reserve forecasting plan) and the procurement forecast as set forth in the Governor's Memorandum dated February 27, 2015.

Small Business Reserve Agencies Only: In addition to the FY16 Procurement Forecast and Acknowledgement, SBR agencies must submit the FY16 Payment Forecast and the SBR Strategic Plan Narrative. Further, the FY16 Procurement Forecast report must include all new procurement contracts (including sole sources and task orders) reasonably expected to be \$15,000 or more. Further, the FY16 Procurement Forecast will include both State- and Federally-funded contracts.

Non-Small Business Reserve Agencies: Agencies only have to submit the FY16 Procurement Forecast and Acknowledgement. The FY16 Procurement Forecast report must include all new procurement contracts (including sole sources and task orders) reasonably expected to be \$100,000 or more.

For FY 16, GOMA is requesting that agencies submit the attached report to GOMA **no later than June 30, 2015** via email to compliance.goma@maryland.gov. The Acknowledgement shall be executed and sent in pdf format. The FY16 Payment Forecast and FY16 Procurement Forecast shall be submitted in Excel. Please note that GOMA will be publishing this forecast data (TAB 3 only) on its website in a searchable format.

These worksheets are protected. Please note that the fields highlighted in yellow have fixed drop-down menus.

Tab 1 – 2016 SBR Payment Projections

Total FY 2016 Projected Expenditures

- Projections for total procurement expenditures should include all anticipated contractor payments to be made during FY 2016. For example, if a three year contract was awarded in July, 2013 in the amount of \$360,000, assuming steady and equal payments across the contract term, \$120,000 (10K/month from 7/1/15 through 6/30/16) should be included in the projected FY 2016 total procurement expenditure amount. Payment estimates for contracts awarded during FY 2016 should be prorated accordingly.
- Projections expenditures should be categorized in three categories: projections for new contracts expected to be under \$15,000; projections for new contracts expected to be \$15,000 or more; and projections for existing contracts.
- Total expenditure projections should include all dollars that could reasonably be expected to be paid to contractors during the fiscal year, including one-time-only payments such as P-card purchases and direct vouchers. **Prior year spending totals, agency budget data, accounting reports, etc., should be used to help predict total FY 2016 procurement expenditures.**

Total FY16 Projected Expenditures to Certified Small Businesses

The total projected expenditures to certified small businesses figure entered on Tab 1 must be accompanied by an explanation of the method/process by which the figure was determined. The explanation should be included in the narrative section of the report. At a minimum, the following amounts should be included in this figure:

- 1) estimated SBR payments to be made in FY 2016 under existing SBR contracts;
- 2) estimated payments to be made under new SBR contracts that are expected to be \$15,000 or more and awarded during FY 2016 (this figure should match the sum of the amounts in Column Q of the FY16 Procurement Forecast);
- 3) estimated payments to be made under new SBR contracts that are expected to be under \$15,000 awarded during FY 2016 (please include SBR payments expected to be made via P-card purchases).

Tab 2 – SBR Strategic Plan (Narrative) (SBR Agencies Only)

Please review instructions in the Excel Spreadsheet. You can either paste the information in the Excel document or submit a separate document in Word or PDF format.

Tab 3 – FY16 Procurement Forecast (All Agencies)

For purposes of this report, all solicitations and contracts (both recurring and new) that are anticipated to be advertised or awarded in FY16 should be included in the report as long as estimated contract amount is expected to be \$15,000 or higher (for SBR agencies) or \$100,000 or higher (for non-SBR agencies). This forecast shall include task orders under Master contracts and sole sources. Please do not include modifications, change orders, renewals, or options for current contracts. Further, this report would include both State-and Federally funded contracts. Only include existing contract information if the agency intends to re-solicit this contract in FY16.

INFORMATION REGARDING CURRENT CONTRACT BEING SOLICITED (LEAVE BLANK IF THERE IS NO EXISTING CONTRACT):

Column A: Agency Name. Please select from the drop-down menu the agency name. If your agency is not listed, please contact GOMA at compliance.goma@maryland.gov.

Column B: Contract Number. Please provide the ADPICS contract number or, for non-FMIS agencies, another agency identifier for the most recent recurring contract.

Column C: Contract Amount. Please select from the drop-down menu the appropriate value range for the most recent recurring contract, excluding options and modifications.

Column D: Incumbent Name: Please provide the name of the contractor for the most recent recurring contract. If multiple awards, please state "Various." If it is a Master Contract, please state "Master Contract."

Column E: Incumbent – Certified Small Business: Please state if the incumbent is a certified small business (drop-down Y/N).

Column F: SBR Designation: Please state if the original solicitation was designated as a SBR-only procurement. If the solicitation was not a SBR-designated procurement and the selected vendor was a certified small business at the time of award, please state "N" for "No." Non- SBR agencies

should indicate N/A (not applicable).

Column G: MBE/DBE Participation: Please provide overall MBE/DBE participation for the most recent contract as a percentage. If the most recent contract does not have an MBE participation goal, please type "0." Please note that this is not the actual MBE participation achieved but the MBE/DBE participation goal that was committed when the most recent contract was awarded.

INFORMATION REGARDING UPCOMING SOLICITATION CONTRACT:

Column H: Procurement Category. Please select from the drop-down menu the procurement category for the upcoming solicitation/contract. Please refer to COMAR 21.01.02.01 for definitions.

Column I: Procurement Method. Please select from the drop-down menu the procurement method for the upcoming solicitation.

Column J: SBR Designation: Please state if the agency intends to designate this procurement/contract as an SBR procurement. This only applies to those procurements that are advertised in EMM and are open to the general public (not sole sources or intergovernmental agreements) or those who have pre-qualified list that already include the ability to designate the task order as an SBR-only task (e.g. CATS). For non-SBR agencies, please state N/A for "Not Applicable."

Column K: SBE: Only for those agencies that participate in the MDOT SBE program (MAA, SHA and MTA). Please state if this procurement will include SBE requirements. For non-SBE agencies, please state N/A for "Not Applicable."

Column L: Description. Please provide a description of the products/services for the upcoming solicitation/contract. The description should be detailed enough to establish the general subject matter of the work/service to be performed or the item/product being purchased.

Column M: Location of Services/Delivery of Products. Please select the location of the services to be provided or delivery of products from the drop-down menu. The following are the designated regions for this field:

- Central Maryland (Anne Arundel, Baltimore, Howard and Harford Counties and Baltimore City); Western Maryland (Allegany, Carroll, Frederick, Garrett, and Washington Counties);
- Southern Maryland (Calvert County, Charles County, Montgomery County, Prince George's County, and St. Mary's County);
- Eastern Shore (Caroline County, Cecil County, Dorchester County, Kent County, Queen Anne's County, Somerset County, Talbot County, Wicomico County, Worcester County); and
- Statewide. Please select "Statewide" if services/product will be performed/delivered in more than one region
- To be Determined for contracts to be performed outside Maryland.

Column N: Estimated Advertisement Date. From the drop-down menu, please select the estimated advertisement date. For contracts that are not advertised (e.g. sole source), please select the estimated award date.

Column O: Estimated Contract Amount. Please select from the drop-down menu the appropriate value range for the most recent recurring contract, excluding options.

Column P: Term of Contract. From the drop-down menu, please select the term of the base contract.

Column Q: Estimated Payments to Certified Small Businesses. For SBR-agencies only, please

state the FY16 estimated payments to be made to certified small businesses. Payments shall include all solicitations that will be designated as SBR procurements and sole sources where the vendor will be a certified small business. For non-SBR agencies, leave blank.

Column R: Name of Procurement Officer. Please provide the name of the procurement officer or other procurement official who can be contacted if there are questions regarding the specific contract/solicitation.

Column S: PO's Telephone Number. Please provide the telephone number for the procurement official listed in Column L.

Column T: PO's email address. Please provide the email address for the procurement official listed in Column L.

Column U: Additional Information/Comments. Agency may include additional information in this field regarding the upcoming solicitation/contract, e.g. indicate if multiple awards will be made

TAB 4 – ATTESTATION

Please print sheet, execute as requested and submit it to GOMA in pdf format.

PRINTING:

Adjust print settings to accommodate the number of rows of data you have.

SUBMISSION:

Return excel template, pdf of narrative and attestation to compliance.goma@maryland.gov by **June 30, 2015**.

Please contact GOMA at compliance.goma@maryland.gov if you have any questions.